

I. Introduction

The position is located in a field location of the Fruit and Vegetable Programs, Processed Products Branch. The incumbent performs as an Inspector-in-Charge and is responsible for coordinating and/or performing inspection and grading work on processed fruits and vegetables and related products in processing plants and field offices/inspection points. Processing plants have more than one grading laboratory and/or have a large volume of products and/or variety of products. Assignments involve one or more of the following conditions: (1) Coordinating the work of other graders at a large volume, complex operation; (2) inspection point office having a large volume and/or variety of products with significant coordination responsibilities; (3) large scale QAP assignment with significant planning, scheduling, and coordinating responsibilities.

II. Duties

Plans and coordinates the day to day work at the processing plant or inspection point which includes scheduling work coverage at the plant or plants. As appropriate, coordinates the work of graders and aids by setting priorities, providing technical assistance, etc.

Draws and examines samples of the finished products and conclusively determines grade, condition, and wholesomeness in accordance with official grade standards, buyer-seller contracts, or other written specifications.

Uses standard and prescribed analytical methods and techniques to make objective determinations that aid in the evaluation of quality factors; determine the degree of wholesomeness, or establish definite characteristics or identity of the product.

Makes reviews on borderline or contested grading or inspection determinations. Also receives requests for appeals and, when so designated, performs appeal inspections. Deals with plant/industry management regarding all technical matters and is primarily responsible for resolving major problems affecting the grading program.

Makes observations to determine if plant facilities, operating methods, and processing equipment and personnel are in compliance with Branch sanitation requirements and FDA regulations.

Observes the raw product material to establish the suitability for processing and advises plant management of the results. Takes corrective action, if necessary.

As required, monitors processing plant operations, product grade evaluation, and quality control procedures and provides technical assistance as necessary. Assists in training plant quality control personnel in accordance with Branch instructions.

Responsible for performing a number of administrative duties related to the inspection and grading work. Duties include preparation of score sheets used in determining quality factors of products; preparation and issuance of official grading certificates, loading certificates, and DD 250's; preparation and issuance of daily sanitation reports; preparation of monthly report of total hours worked and pounds and cases of product packed; maintaining record of accountable forms; maintaining and requesting supplies; preparation of FV-55, and T&As; and maintenance of files and records including certificates, sanitation reports, file codes, U.S. grade standards, and DPSC specifications. As assigned, incumbent collects data for standardization programs.

III. Evaluation Factors

A. Knowledge Required by the Position: 950 Points

Extensive overall knowledge of and skill in applying the official grade standards, regulations, and specifications to inspect an extensive range of processed fruits and vegetables and related products. These products may differ considerably in analytical and subjective characteristics. Also, a thorough understanding of state and other governmental regulations along with various other specifications and contractual requirements which are superimposed upon official standards, FDA regulations with respect to quality, wholesomeness, standards of identity and labeling.

A highly developed ability to apply numerous processed products inspection methods and procedures and related storage practices and to inspect plant facilities and operations for compliance with required specifications.

Skill in expressing oneself logically and concisely in both oral and written form when rendering decisions.

Ability to establish rapport and conduct oneself in a tactful and diplomatic manner with industry personnel in order to maintain good working relations.

B. Supervisory Controls 450 Points

Overall program objectives are defined by the supervisor. The Inspector-in-Charge is responsible for independently planning, coordinating, and executing the day to day operation of the plant or inspection point and determines and adjusts specific methods to achieve the objectives established by the supervisor.

As appropriate, the incumbent coordinates the work of other inspection personnel by setting priorities, scheduling work coverage, and providing technical assistance.

The employee independently performs the procedures required by the assignment and makes decisions on a full range of technical situations including applying grade standards in unusual situations. Rarely are technical situations referred to the supervisor for resolution. The incumbent has primary responsibility for dealing with plant management on the grading program at the facility.

Work is reviewed by an overall evaluation of its effectiveness in achieving results of the program objectives.

C. Guidelines 275 Points

The guides consist of the official U.S. grade standards for processed fruits, vegetables, and related products, regulations pertaining to plant requirements for sanitation and processing, manuals for grading and conducting inspections, supplemental written and oral instructions for borderline, difficult or unusual situations, and various administrative regulations, directives, notices, etc.

The employee uses discretion in selecting and applying the appropriate guides to a wide range of situations when the correct decision is not clearly apparent such as applying the grade standards in borderline cases, maintaining overall on-site relations with industry, and analyzing product sanitation or processing methods, etc.

An extensive number of guides are applied in (1) grading and inspecting processed fruits and vegetables, (2) inspecting and evaluating sanitation and processing procedures and recommending changes to plant management, and (3) performing an extensive number of administrative duties.

D. Complexity 150 Points

The work consists of grading and inspecting a wide variety of processed products which may have a multiple number of formulations within a product type.

The employee must consider a number of objective and subjective quality factors when inspecting and grading products and evaluating sanitation conditions.

The work involves applying standards, regulations, and specifications in determining the grade and/or acceptability of a wide variety of processed products.

E. Scope and Effect 150 Points

The work involves determining the grade and acceptability of processed fruits and vegetables and related products, inspecting processing facilities for sanitation, and maintaining effective relationships with industry management.

The grading and inspection decisions made by one grader directly affect the financial interests of buyers and sellers.

F. Personal Contacts 25 Points

Contacts include the employees and managers of processing plants and other related industry firms, as well as other Agricultural Commodity Graders and employees of other governmental agencies. The purpose and extent of each contact may be different and many times are under difficult situations.

G. Purpose of Contacts 120 Points

Contacts are to develop and maintain the cooperation of plant management and industry employees and resolve conflicts; to explain grade determinations and related agency policies and regulations; and to advise on or exchange information related to technical matters.

H. Physical Demands 50 Points

The work requires moving and lifting heavy cartons and cases and crouching, bending, and stooping to inspect processing equipment.

I. Work Environment 20 Points

The work environment includes exposure to freezing temperatures, slippery surfaces, moving materials, handling equipment, high noise level, and similar risks typical of processed fruit and vegetable and related processing plants and storage areas.

Total Points 2190